

Worksession

Agenda Item #	21
Meeting Date	21 June 2004
Prepared By	Sara Anne Daines ECD Director
Approved By	Richard M. Finn City Manager

Discussion Item	Rental Housing Licensing and Inspection Program Quarterly Report
Background	<p>An update on the activities of the City's Code Enforcement Division, with specific focus on the status of the Memorandum of Agreement (MOU) between the City and Montgomery County Department of Housing and Community Affairs (DHCA) will be presented to the Council at its June 21st worksession.</p> <p>The report, which covers activities occurring during the four month period between February 2004 through May 2004, will include information on the rental housing inspections conducted in accordance with the terms of the MOU, a summary of the property maintenance inspections handled internally by City staff, and an update on current licensing and overall inspection activities.</p> <p>Representatives from Montgomery County Housing and Community Affairs will be in attendance in addition to City staff.</p>
Policy	To preserve quality of existing housing structures through more effective enforcement of property maintenance codes.
Fiscal Impact	N/A
Attachments	<ul style="list-style-type: none"> • Licensing Report (May 30, 2004) • Landlord Certification Report (May 30, 2004) • DHCA Report (June 3, 2004) • Property Maintenance Inspections Report (May 30, 2004)
Recommendation	To receive and file the memorandum and accompanying attachments
Special Consideration	None

CODE ENFORCEMENT ACTIVITIES

Quarterly Report

June 2004

Rental Housing Licenses
Landlord Certification
Rental Housing Inspections
General Property Maintenance Inspections

Prepared by the

Code Enforcement Division
Housing and Community Development Department
City of Takoma Park Maryland

and the

Code Enforcement Section
Division of Housing and Code Enforcement
Department of Housing and Community Affairs
Montgomery County Maryland

RENTAL HOUSING LICENSING ACTIVITY

June 2004

Information on the number of rental facility and units by ward is included for your review. Please note that the number of licenses will vary from quarter to quarter due to the addition of new units and the discontinuation of others. Information is current as of June 2, 2004.

The following criteria must be satisfied by the property owner or agent before a rental housing license can be issued by the City of Takoma Park.

- The unit(s) has been inspected and there are no property maintenance code violations.
- All real or personal property taxes, stormwater management fees, or fines for municipal infractions must be paid in full.
- There are no outstanding orders relating to the rental facility issued by the Commission on Landlord-Tenant Affairs (COLTA), Tree Commission, or another City body.
- All required rent reports have been accurately completed and filed.
- The owner or the management agent has a valid Landlord Certification.
- The owner or agent has certified that there are no existing violations of applicable health, safety, fire, building, electrical, plumbing, and zoning codes of the State of Maryland and Montgomery County.

Rental Housing Licenses	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	City Wide
Number of Rental Units	387	283	421	1171	934	675	3871
Number of Rental Facilities	102	104	125	31	179	49	590
Average Units per Rental Facility	4	3	3	38	5	14	7
Percent Total Rental Units	10%	7%	11%	30%	24%	17%	100%
Percent Total Rental Facilities	17%	18%	21%	5%	30%	8%	100%

LANDLORD CERTIFICATION REPORT

June 2004

Section 6-203(b)(5) of the Takoma Park City Code requires the owners of rental housing properties or their agents be certified by the City prior to the issuance of any rental housing license. The intent of the City Council in the establishment of this requirement was to provide landlords and their agents with a working knowledge of the laws governing the management, operation, maintenance, and sale of rental housing property in Takoma Park.

Individuals wishing to obtain this certification may either attend one of the monthly seminars offered by the Housing and Community Development Department or take a written exam. The certification may be held by either the property owner or their agent and must be renewed every three (3) years.

Landlord Certifications Issued	Total
Landlord Certification Seminar (12 Seminars Conducted)	286
Landlord Certification Exam (49 Exams Completed)	37
Total Landlord Certifications Issued	323
Certified Landlords	257
Certified Property Agents	35
Others Certified	31
Rental Facilities Represented	274
Percent Total Rental Facilities	46%
Rental Units Represented	2376
Percent Total Rental Units	61%

RENTAL HOUSING INSPECTIONS

June 2004

The following report was prepared by Montgomery County Department of Housing and Community Affairs in accordance with the terms of the Memorandum of Agreement for Rental Housing Inspection Services.

GENERAL PROPERTY MAINTENANCE CODE ACTIVITY

June 2004

The following provides information on a ward basis of all owner occupied residential property, commercial property, undeveloped parcels, and abandoned or vacant structure inspections conducted by the City of Takoma Park's Code Enforcement staff. It does not include information on rental housing inspections conducted by Montgomery County Department of Housing and Community Affairs.

General property maintenance inspections are conducted on a complaint basis only. Complaints are often filed anonymously, by an adjoining property owner, or by a Council Member on behalf of an individual constituent or a neighborhood association. Common complaints include chipping peeling paint, deteriorated cladding or trim, overgrown vegetation, trash or debris, abandoned or unlicensed vehicles, animals, rodents, illegal rentals, and abandoned or neglected property.

The following is offered as explanation of the status of the cases noted in the accompanying report. The report has been modified somewhat to allow for greater ease in tracking the status of individual cases by ward. The ACTion reports for each of the cases included here have been printed out and distributed to individual Council members.

ACTion Case Number

Detailed information on a specific complaint can be accessed by using the ACTion case number (03000 plus the number noted in the report) via the City's website (www.cityoftakomapark.org).

Complaint Filed / Inspected

The complaint has been acknowledged by the Code Enforcement staff and has either been inspected or is scheduled for inspection. Complaints are evaluated on a case by case basis with those representing a serious life safety hazard being given higher priority.

Referral to another Agency or Department

After an inspection is made by the Code Enforcement staff, it may be necessary to refer the matter to an outside agency or to transfer the complaint to another department within the city. Referrals are typically made to Montgomery County Permitting Services (building code and zoning violations), the City's Park Public Works Department (public right of way and tree concerns), and the Takoma Park Police Department (vehicles parked or stored on the street).

Violation Notice Issued

The Code Enforcement staff may, upon completion of its investigation of a complaint, issue a violation notices to the property owner for noncompliance with the Property Maintenance Code. Properties will be reinspected and, if identified violations were not abated by the established

deadline (typically 30 days), a municipal infraction citation will be issued. Common violations include abandoned vehicles, chipping peeling paint, overgrown vegetation, trash and debris, and overall deterioration of the exterior of the structure.

Municipal Infraction Issued

If a property owner fails to abate identified property maintenance code violations within the allotted time period, a municipal infraction citation is issued by the Code Enforcement staff. Property owners are provided between 20 and 30 days following receipt of a municipal infraction to request a court date or pay the stipulated fine, and to abate the identified violation.

Referred to Attorney

Following the issuance of a municipal infraction citation, the property will be reinspected after 30 days to confirm the status of the identified violations. If the violations have not been abated or the fines have not been paid, the case is forwarded to the City attorney's office for adjudication.

Judgement Issued

The case has been brought to District Court by the City Attorney and a ruling has been issued.

ACTion Case Closed

Code Enforcement cases are closed when the complaint was unfounded, referred to an outside agency for action, transferred to another Department and there are no property maintenance concerns, or upon resolution or abatement of all identified code violations.

PROPERTY MAINTENANCE REPORT - Ward One

Property Address	ACTion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACTion Case Closed
Albany Avenue - 510	0991	x						
Baltimore Avenue - 7329	0978	x		x				
Baltimore Avenue - 7417	0745	x	x	x				
Boston Avenue - 613	1167	x						
Buffalo Avenue - 7391	1224	x		x				x
Carroll Avenue - 7000 Blk	0671	x						x
Carroll Avenue - 7009	1081	x						x
Carroll Avenue - 7101	0993	x		x				x
Cedar Avenue - 7319	1212	x						
Maple Avenue - 7112, 7125, 7412	0209	x		x				x
Park Avenue - 112	0953	x		x				
Philadelphia Avenue - 302	0657	x	x					x
Philadelphia Avenue - 32	0208	x		x				
Philadelphia Avenue - 36	NA	x		x	x	x	x	x
Philadelphia Avenue - 36	1292	x						
Piney Branch Road - 7430	0655	x		x				
Tulip and Holly	1091	x						

Tulip Avenue - 500	0227	x		x				x
Tulip Avenue - 502	1196	x		x				x
Tulip Avenue - 506	1197	x		x				x
Tulip Avenue - 512	1198	x		x				
Willow Avenue - 7315 & 7204	0207	x						x

PROPERTY MAINTENANCE REPORT - Ward Two

Property Address	ACTion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACTion Case Closed
Aspen Avenue - 7006	0702	x						x
Belford Place - 402	1255	x						
Carroll Avenue - 7719	0428	x		x				
Carroll Avenue - 7804	1110	x						
Central Avenue - 7209	1110	x						
Conway Avenue - 6703	1050	x		x				x
Conway Avenue - 6714	1294	x						x
Elm Avenue - 500	0218	x						x
Ethan Allen Avenue - 406	0487	x						
Ethan Allen Avenue - 412	0488	x		x				x
Ethan Allen Avenue - 606	1188	x	x					x
Flower Avenue - 7207	0850	x		x				
Flower Avenue - 7303 & 7308	0701	x		x				x
Flower Avenue - 7808	0999	x	x					x
Garland Avenue - 7201	0583	x	x					
Garland Avenue - 7220	0982	x						x
Hopewell Avenue - 1003	1180	x						

Larch Avenue - 911	1225	x		x				
New Hampshire Avenue - 6822	0161	x		x	x	x	x	x
Park Avenue - 228 & 238	0206	x						x
Sligo Creek Parkway / Cherry Avenue	1109	x						
Woodland Avenue - 6907, 7004, 7114	0216	x						x
Woodland Avenue - 6913	0415	x	x					x
Woodland Avenue - 7109	0429	x		x				

PROPERTY MAINTENANCE REPORT - Ward Three

Property Address	ACtion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACtion Case Closed
Allegheny Avenue - 6413	1068	x		x				x
Allegheny Avenue - 6510	0111	x	x					x
Allegheny Avenue - 6600	1287	x						
Allegheny Avenue - 6604	0562	x		x				
Beech Avenue - 401, 403, & 407	0211	x	x					x
Beech Avenue - 409	0721	x		x				
Carroll Avenue - 7500 & 7428	0223	x						x
Carroll Avenue - 7506	0941	x						x
Carroll Avenue - 7519	0682	x		x				

Cockerville Avenue - 6602	0495	x		x				
Cockerville Avenue - 6701	0645	x						
Eastern Avenue - 6743	0477	x		x				
Eastern Avenue - 6817	1095	x						
Elm Avenue - 311	1234	x		x				
Elm Avenue - 316	0210	x		x				
Elm Avenue - 319	1233	x		x				
Elm Avenue - 409	0990	x						
Elm Avenue - 413	0288	x		x				
Elm Avenue - 49, 102, 108, 110, 116	0225	x						x
Elm Street - 114	0427	x		x				
Fifth Avenue - 6424	0532	x		x	x			
Fourth Avenue - 6512	1344	x						
Fourth Avenue - 6514	1320	x						
Fourth Avenue & Orchard Avenue	1119	x						x
Grant Avenue - 101	1216	x						x
Grant Avenue - 127	1215	x						x
Grant Avenue - 220	1217	x						x
Hickory Avenue - 38	0213	x						x
Jefferson Street - 12	1289	x						
Kansas Avenue - 6506	0494	x	x					
Lee Avenue - 126	0460	x						
Lincoln Avenue - 207 & 209	1273	x						x
Lincoln Avenue - 211	0222	x		x				
Lincoln Avenue - 327	0740	x						x
Montgomery Avenue - 6, 9, 12, 24, 25	0214	x						x
New Hampshire Avenue - 6300	1054	x		x				x
New Hampshire Avenue - 6360	0893	x		x				

Orchard Avenue - 6423	0458	x						x
Pine Avenue - 8 & 10	0215	x	x					x
Poplar Avenue - 6501	0456	x		x				
Poplar Avenue - 6609	1321	x						
Popular Avenue - 7001, 06, 07, 13, 17, 18	0212	x						x
Prince George's Avenue - 6924, 6915, 6920, 6901	0219	x						x
Sherman Avenue - 113 & 115	0221	x						x
Sherman Avenue - 119	1059	x						x
Spring Avenue - 213	0524	x		x				
Spring Street - 210	0525	x		x				
Sycamore Avenue - 6903	0741	x						x
Sycamore Avenue - 7101	0217	x						x
Sycamore Avenue - 7123	0432	x		x	x	x	x	
Westmoreland Avenue - 6312	0641	x		x	x			x
Westmoreland Avenue - 6600	1312	x						
Westmoreland Avenue - 6611, 10, 07, 05, & 00	0226	x						x
Westmoreland Avenue - 6615	1084	x	x					x
Westmoreland Avenue - 6802	0354	x		x	x	x		
Westmoreland Avenue - 7010	1080	x						
Westmoreland Avenue - 7133	1084	x	x					x
Westmoreland Avenue - Private Parking	1316	x						

PROPERTY MAINTENANCE REPORT - Ward Four

Property Address	ACTion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACTion Case Closed
Geneva Avenue - 103	0980	x		x				
Geneva Avenue - 111	1087	x		x				
Geneva Avenue - 120	1086	x	x					
Holly Avenue - 7101	1170	x	x					
Maple Avenue - 7525	1120	x		x				x
Maple Avenue - 7611	1118	x						x
Ritchie Avenue - 101	1028	x		x				
Ritchie Avenue - 123	0606	x		x				x
Ritchie Avenue - 125	0607	x		x				x
Ritchie Avenue - 127	0605	x		x				x
Ritchie Avenue - 129	0603	x		x	x			

PROPERTY MAINTENANCE REPORT - Ward Five

Property Address	ACTion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACTion Case Closed
Erie Avenue - 718	1301	x						
Flower Avenue - 8600	0478	x		x				x
Flower Avenue - 8608	1169	x						
Greenwood Avenue - 7711	0572	x		x				
Hudson Avenue - 702B	1209	x						
Kennebec Avenue - 717	1088	x	x					x
Kennebec Avenue - 717	1099	x						
Maplewood Avenue - 718	0656	x		x				x
Piney Branch Road - 8413	0855	x						
Roanoke Avenue - 8108	0662	x		x				x

PROPERTY MAINTENANCE REPORT - Ward Six

Property Address	ACTion Case Number	Complaint Filed / Inspected	Referral	Violation Notice Issued	Municipal Infraction Issued	Referred to Attorney	Judgment Issued	ACTion Case Closed
13th Avenue - 7201	1098	x						
13th Avenue - 7202	1097	x						x
13th Place - 7207	0720	x						
Erskine Street - 1402	1096	x						
Glenside Drive - 7512	0965	x		x				x
Holton Lane - 1350	1101	x		x				
Holton Lane - 1352	1102	x		x				
Jackson Avenue - 1114	0637	x		x				x
Jackson Avenue - 1200 Block	0590	x		x				x
Lockney Avenue - 7508	1085	x	x					x
Lockney Avenue - 7800, 7806, 7900, 7906	1047	x		x				
Lockney Avenue - 7900	0483	x		x				
Lockney Avenue - 7908	1318	x						
New Hampshire Avenue - 7310	0851	x		x				
New Hampshire Avenue - 7415	1244	x						x